



OPEN POSITION ANNOUNCEMENT DGS PROJECT MANAGER (Construction)

State of Tennessee Real Estate and Asset Mgmt

Job Location

WEST TENNESSEE

Interested candidates
should submit resume
and letter of interest
with salary
requirements to

DGSHR.Services@tn.gov

Job Class Status:
Executive Service

www.tn.gov/generalservices/

The TN Department of General Services is seeking applicants for a Construction Project Manager. This position is in West TN. The person will work (primarily) the Memphis area. The ideal candidate will possess a Bachelor's Degree in Construction Management, or other related field or experience equivalent to a four year degree and at least one year of project management and/or project engineering experience or at least three years of construction related experience.

Primary Responsibilities of Position:

1. Coordinates with the project team involved in the design and project management of Capital Projects.
2. Assists with communication both internal and external regarding concerns that affect the progress of a construction project.
3. Creates and maintains project management project files.
4. Coordinates with external parties regarding details of the project or in the collection of information required by the State.
5. Coordinates with project personnel in order to ensure that project deadlines are met.
6. Assists in the processing of pay applications as required.
7. Responds to the inquiries of the team members of the project.
8. Reviews and files field inspection reports throughout the life cycle of a project.
9. Functions as a liaison between clients, contractors, and consultants.
10. Receives, logs, and forwards (for review) shop drawings, submittals, pay applications, and other related project management documents.
11. Assists in the maintenance and update of accounting and project reports.
12. Maintain project tracking logs as required.

The State of Tennessee is an Equal Opportunity Employer.

Requests for ADA accommodation should be directed to the Human Resources Office @ 615-253-3966.